Town of Scituate
Position Description

Position Title: Director of Human Resources

Position Duties:

Performs responsible professional and administrative work assisting the Town Administrator, Finance Director and staff in a variety of human resource functions. Assists in the planning, implementing, and operation of projects and programs including but not limited to recruitment of personnel, writing of job descriptions, policy development, collective bargaining, and coordination of all employee relations programs. Serves as ombudsperson for personnel to insure appropriate municipal services are being provided. Ensures compliance with applicable state, federal, and local personnel laws and regulations; insures compliance in the administration of collective bargaining agreements.

Supervision:

Appointed by the Town Administrator, functional supervision is under the Finance Director Employee plans and prioritizes work in accordance with standard procedures and previous training and is expected to solve problems. Employee has access to confidential personnel files, collective bargaining negotiations, lawsuits.

Position works closely and cooperatively with all staff. Employee may be required to work outside of normal business hours at least one day per week.

Job Environment:

Position requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices.

Frequent interaction with employees, department heads and other town officials to respond to inquiries regarding town programs and personnel programs and policies and to facilitate resolution of employee issues and grievances. Extensive external contacts, including insurance carriers, Town/Labor Counsel and vendors.

Essential Functions:
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assists the management team implementing policies, executive decisions and related management programs; collects information, does research, and assists in the planning, of various projects and programs as assigned.

Provides guidance and advice on various personnel matters, including compensation and classification practices, recruitment of employees, maintenance of personnel records, interpretation of contract provisions, use of personnel and resources, affirmative action, sexual harassment, and civil service procedures. Insures compliance with applicable state and federal and local laws, including Fair Labor Standards Act, Americans with Disabilities Act, Equal Opportunity/Affirmative Action laws, Family Medical Leave Act, Civil Service regulations, Workers Compensation laws, etc.

Performs ombudsperson duties and provides mediation, as required to insure citizens and staff receive appropriate service delivery from town; facilitates dispute resolution between staff and supervisory personnel.

Coordinates recruitment efforts in compliance with state, federal and Civil Service regulations. Conducts orientation sessions for all newly hired employees. Prepares annual Affirmative Action report. Maintains and makes recommendations for updates to Town Employee Handbook and Personnel By-Laws; ensures that municipal employees are kept informed of policy changes, new policies, etc.

Recommends changes relative to employee policies and procedures. Insures uniform and equitable application of personnel policies across all departments

Recommends training and development programs for Town employees. Administers Employee Assistance Program). Counsels employees on various personnel issues/resolves grievances or disputes.

Prepares notices, review job descriptions and posts all employee vacancies. Receives all applications to insure completion. Screens candidates, may participate in interview process and related duties leading to appointment of candidates.

Handles Worker's Compensation and Injured on Duty Funds claims to minimize exposure and liability. Administers Unemployment account for non-school employees; works with contractor to verify legitimacy of claims.

Directs Loss-Safety Program in accordance with insurance company recommendations.

Assists with Town performance appraisal process; ensures that department heads are completing regular and probationary performance reviews on a timely basis; provides support to the Town Administrators in their review and approval.

Keeps Town's website information for personnel up-to-date.

Implement policies, executive decisions, and related management programs as assigned by Town Administrator. Conducts research, analyzes information, makes effective recommendations as to the course of action(s) in the planning and implementation of projects and programs.

Performs other similar duties as responsibilities necessitate and/or as assigned.

Maintains and keeps abreast of developments in the field of local government administration and human resources; attends related conferences and seminars as needed.

Recommended Minimum Qualifications:

Education and Experience:
Bachelor's Degree with six to eight years of progressively responsible experience in human resources administration. Public personnel administration preferred; prior experience in collective bargaining required. Any equivalent combination of education and experience.

Knowledge Skills and Abilities:
Thorough knowledge of public sector personnel practices and applicable state and federal laws regulating hiring, collective bargaining, and other human resources programs and policies. Strong interpersonal and mediation skills. Ability to interact in a positive and effective manner with the public and employees at all levels in the organization. Excellent verbal and written communications skills. Proficiency in the utilization of word processing, budget and spreadsheet applications.

Special Requirements:
Driver's License
CORI clearance
Annual Ethics testing

Physical Requirements:
Employee works in normal office conditions and is required to sit, talk, listen and use hand more than 2/3's of the time; stand, walk, stoop, kneel, crouch, crawl, and reach with hands and arms up to 1/3rd of the time. Employee seldom lifts up to 10 lbs. Normal vision is required for the position. Equipment operated includes office machines and computers.

The description above represents the most significant duties of this position but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the factor degrees assigned.